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# Albuquerque – Santa Fe Federal Executive Board *focus*

ADDRESSING THE NEEDS OF GOVERNMENT AGENCIES AND THEIR  
EMPLOYEES.

Look for information on upcoming events and training being given by the  
Albuquerque-Santa Fe Federal Executive Board. For more information about  
the FEB, please visit our website at <http://www.albuquerque-santafe.feb.gov/>.

## Second Annual Book Forum

Sessions 1 & 2

The Federal Executive Board is happy to announce the Second Annual Book Forum Training Series. This fiscal year, the topics covered during the book forums will be how to work successfully with Leaders, Bosses, and other tough customers, how to make a difference, and the qualities that make you a leader. The first session in the series will be *LIONTAMING* with Steven L. Katz. The session will be held on Wednesday, November 2, 2005 at the VA Auditorium. The event will begin at 2:00 pm and will end at 4:30 pm.

The second session, *Making a Difference - 12 Qualities that Make You a Leader* with Dr. Shelia Murray Bethel will be held on Thursday, February 9, 2006 at the VA Auditorium. The event will begin at 2:00 pm and will end at 4:30 pm. Each event will include an interactive presentation by the author, networking, and each participant will receive a signed copy of the book presented. Cost is \$100.00 per individual. If you are interested in an agency subscription please call the FEB office. Registration forms for Individual tickets are available now online at <http://www.albuquerque-santafe.feb.gov/>.

**Albuquerque – Santa Fe  
Federal Executive Board  
Full Board Meeting Schedule  
8:30 – 11:30**

October 20, 2005 United Way  
January 19, 2006 United Way  
April 20, 2006 United Way  
July 20, 2006 United Way  
October 19, 2006 United Way



## Pre-Retirement Training – Plan Ahead

The seminars are designed to give CSRS/FERS employees the specific tools and information needed to effectively plan their future retirement. Participants will receive basic information on the CSRS/FERS, voluntary contributions program, health insurance, Social Security, survivor benefits, long term health care insurance. Instruction will be primarily lecture format.

\*FERS: February 2, 2006, June 14, 2006, August 16, 2006, October 4, 2006.

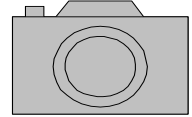
\*CSRS: February 1, 2006, June 13, 2006, August 15, 2006, October 3, 2006.

Cost: \$150.00 - Spouses can attend free of charge with a paid registrant.

Registration information is available on our FEB website.

<http://www.albuquerque-santafe.feb.gov/>.

\*\*class dates are subject to be changed or cancelled if classes are too small.



Mark your calendars for the upcoming Administrative Professionals Conference.  
Save the date for us!

## 5<sup>th</sup> Annual Administrative Professionals Conference

Last years Conference was a blast and we are already planning for the next one. Next years Administrative Professionals Conference will be held on April 5-6, 2006 at the DOE/NNSA Energy Training Center. If you attended this year's conference you know that we had two days of fun, learning and networking with people from different government agencies. The theme for this year's conference was "Imagine, Believe & Achieve."

Keynote speakers this year included Mary Molina Mescal and Officer Trish Ahrensfield from the Albuquerque Police department.

Next year's conference is shaping up to be even better than this year. If you are interested in attending next year's conference please make sure you get your paperwork in as early as possible. Cost to attend the conference is \$125.00 per individual with early registration and \$175 per individual with late registration.

Look for more information and registration on the Administrative Professionals Conference to be posted on our website soon.

Above:  
Picture of keynote speaker Mary Molina Mescal with the 2005 Administrative Professionals Conference Committee.

## Federal Leadership Training Series 2006 "6 Core Competencies of Leadership"

*This 6 part Leadership Training Series is presented by Jerry Strom in Partnership with the Albuquerque-Santa Fe Federal Executive Board*



Jerry Strom presents the "Six Core Competencies of Leadership," as an essential training series for Federal Managers and Supervisors, in response to the President's Management Agenda to improve government performance. This series is designed to provide a "symmetrical leadership model," emphasizing competency, character, and self-understanding. It explains the core principles necessary to lead from a trusted position, gaining the cooperation and commitment needed from others to adapt to changing government initiatives, while improving overall results. Cost to attend training is \$395.00 per individual for 6 sessions.

For more information on this series and for registration information please visit our website at <http://www.albuquerque-santafe.feb.gov/> or call our offices at 505-248-6413.

Dates for the series are:

February 7, 2006  
March 7, 2006  
April 4, 2006  
May 2, 2006  
June 6, 2006  
July 11, 2006

**Classes are held at the BLM offices from  
8:00 am – 12:00 pm**